Subject: 195th CE - Update on Diploma Delivery
From: DLSU Registrar Events <registrar.events@dlsu.edu.ph>
Date: 09/06/2023, 11:46 AM
To: undisclosed-recipients:;
BCC: daniel_villanueva@dlsu.edu.ph

Dear Graduates,

Greetings of peace!

On behalf of Dr. Nelson Marcos, University Registrar, we would like to inform you that the diplomas for the 195th Commencement Exercises graduates, are tentatively scheduled to be transmitted to our courier partner/s on **Friday, 23 June 2023** for delivery. Kindly expect that the delivery of diplomas via courier may take 2 to 3 weeks depending on the delivery area.

Diplomas of graduates with pending clearance/s from the OUR or other university office/s, however, will be withheld until the clearance/s are settled.

A separate email informing of your House/Air Waybill Number, or clearance/s will be sent to your official DLSU Gmail Account starting **Wednesday, 28 June 2023**.

Please refer to the following for the guidelines related to your diploma delivery:

1. Your diploma will be delivered to the address indicated in your Application to Graduate.
2. Requests for change in diploma delivery address can only be accommodated until **17 June 2023, Saturday.**
   In order to request, please accomplish the form below. Please note that a scanned copy of your DLSU ID or any valid government-issued ID must be submitted through the form for verification purposes.

   195TH CE – REQUEST FOR CHANGE OF DIPLOMA DELIVERY ADDRESS
   https://bit.ly/195thCE-Change-Address

   Note: Graduates who have previously sent emails requesting for Change of Diploma Delivery Address are hereby requested to fill up and submit through the Google Form as well.

3. For security and data privacy purposes, the graduate him/herself must receive the diploma. Please present your DLSU ID or any valid government-issued ID to the courier partner for verification purposes.
4. In your absence, please ensure to provide an authorization letter, a photocopy of your valid ID and a photocopy of the valid ID of the authorized representative.

You are not required to reply to this e-mail. However, for any inquiry, please e-mail registrar@dlsu.edu.ph with the subject heading: **195TH CE - Diploma Delivery – ID NUMBER**.

Thank you.

Office of the University Registrar
De La Salle University
2401 Taft Avenue, Manila 0922 Philippines

☎**(632) 8524-46-11 local 245** (DLSU Trunk line)
Mon-Fri 9:00am–12:00nn & 1:30pm–4:30pm/Sat 9:00am – 12:00nn